

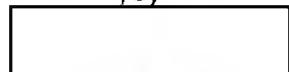
4 September 1973

MEMORANDUM FOR: Chief, Agency Records Center
THROUGH : Chief, Information Systems Analysis Staff
SUBJECT : Records Retirement Instructions
REFERENCE : Records Management Staff Paper Number 4,
dated November 1969

1. The Records Management Conference Planning Committee has requested that a draft paper on Records Retirement Procedures be available for review at the Conference in October. A panel consisting of representatives from all Directorates will review and perhaps revise the draft which will ultimately become a chapter in the Records Management Handbook. I would appreciate your reviewing the referenced publication, updating it where necessary, and making any other appropriate changes. Please let me have your final version by 1 October 1973 so that I can reproduce sufficient copies for the Panel members.

2. The Committee has also asked that you sit with the particular panel reviewing your draft to provide any technical advise or guidance needed.

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STAT

Chief
Records Administration Branch

ACM:mj(4 Sept 73)

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